



Job Opportunity Bulletin - Revised

Office Technician (Typing)

Tenure/Time Base:	Permanent/Full Time
Work Hours:	8:00 am – 5:00 pm
Office/Location:	California Commission on Teacher Credentialing Division of Professional Practices 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	\$2598 - \$3157/month
Final Filing Date:	February 20, 2007
Contact:	Dan Gonzales (916) 322-8551

DUTIES:

Under the general supervision of the Staff Services Manager I in the Division of Professional Practices, the Office Technician (Typing) performs the following:

- Interpret, review, and process arrest notices and applications. Review investigative reports and court documents for completeness. Type and send follow-up requests for incomplete documentation. Type and send applicants' letters directing them to obtain police and court records to complete file.
- Place investigative reports, court documents, and related materials into the files.
- Handle or direct the more difficult and sensitive telephone inquiries from applicants or credential holders, their legal representatives and school districts.
- Prepare cases to be reviewed by the Committee of Credentials by preparing a typed summary of allegations, circumstances, and criminal sentences.
- Type and send document requests to Courts and law enforcement agencies for documentations.
- Type, process, and mail grant and close letters after the Committee of Credentials monthly meeting. Clear the applications in CASE and move the applications to CAW for final processing and mailing.
- Order SRC files from the State Records Center. Combine SRC file with newly opened file.
- Draft miscellaneous correspondence to credential holders. Acknowledge receipt of correspondence sent to the Division. Technicians input the Notice of Delay (NDL), NDL Reject, and NDL Grant information in the CASE system for dissemination to County Office of Educations, School Districts, and Universities.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the Office Technician (Typing) classification. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attn.: Dan Gonzales. All applications must clearly indicate the basis of their eligibility (*i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-173. The applications will be screened and only the most qualified applicants will be invited for an interview.

<small>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</small>
